



AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

February 2008

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CALENDAR FOR SPRING 2008 TESTING

February 19–20	AIMS HS W/R bar code labels arrive
February 26	AIMS HS WRITING
February 27	AIMS HS READING
February 27–28	AIMS HS W/R Form T short-add (closes at 10:00AM on the 28th)
March 4	AIMS HS WRITING make-up
March 5	AIMS HS READING make-up
March 6–11	AIMS HS W/R materials pick-up
March 17–20 or March 24–27	AIMS DPA, AIMS HS MATHEMATICS, AIMS SCIENCE, and <i>TN</i> test materials & bar code labels arrive
Mar. 27–Apr. 1	AIMS DPA, AIMS HS MATH, AIMS SCIENCE, and <i>TN</i> short-add (closes at 5:00PM on the 1st)
April 7–18	AIMS DPA, AIMS SCIENCE (Grades 4 and 8), and <i>TN</i> test window
April 8	AIMS HS MATHEMATICS
April 9	AIMS HS SCIENCE
April 9–10	AIMS HS MATHEMATICS Form T short-add (closes at 10:00AM on the 10th)
April 15	AIMS HS MATHEMATICS make-up
April 17–21	AIMS HS MATHEMATICS scorables pick-up
April 18	AIMS HS W/R reports arrive
April 22–25	AIMS DPA, AIMS SCIENCE, and <i>TN</i> scorables pick-up
Apr. 28–May 2	AIMS DPA, AIMS HS MATHEMATICS, AIMS SCIENCE, & <i>TN</i> nonscorables pick-up
May 15	AIMS HS MATHEMATICS Rapid Response Reports for Cohorts 2007 and 2008 arrive
May 30	AIMS HS MATHEMATICS & <i>TN</i> reports arrive
June 6	AIMS DPA reports arrive
August 15	AIMS SCIENCE reports arrive

CHANGE IN SHORT-ADD PROCEDURES

As discussed in the Spring 2008 Pre-Test Workshops, all short-add orders are to be sent to the CTB Help Desk via email. The required short-add order form is available on the Spring 2008 Pre-Test Workshop CD and is posted on both the CTB AIMS Web page, www.ctb.com/aims, and on the new Assessment page of the ADE Common logon under Test Coordinator Resources.

CALCULATOR RULING FROM THE US DEPARTMENT OF EDUCATION

During the summer of 2007, the Arizona Department of Education (ADE) submitted a request to the US Department of Education (USDOE) asking for approval to designate the use of a four function calculator by special education students with a mathematics disability as a standard accommodation for AIMS testing. That request has been denied.

Revised IDEA regulations allow the use of only those accommodations that produce valid results on state-wide and district-wide testing. In Arizona, we have designated those accommodations that produce valid results as universal or standard accommodations. ADE was unable to prove to USDOE that the use of a four function calculator by special education students with a mathematics disability produced a valid result. The State Board of Education made clear in their meeting on June 25, 2007 that identifying the use of a four function calculator by special education students with a mathematics disability as a standard accommodation for AIMS testing could happen only if the USDOE approved the change. Therefore, the use of a calculator cannot be identified as a standard accommodation and is **not** an available accommodation for AIMS testing.

The accommodations available to students for AIMS and *TerraNova* testing are limited to only those accommodations identified in *Testing Accommodations: Guidelines for 2007-2008 (Revised January 2008)*. This document was distributed at the Spring 2008 Pre-Test Workshops and is available on the test coordinator Web page.

AIMS DPA TESTING WINDOW SURVEY

Tom Horne's District Superintendent and Principal Advisory Council has expressed a desire to move the AIMS DPA testing window to later in the school year. **State statute requires that the norm referenced test be administered between March 15 and May 1.** This means that the AIMS DPA test window could move two weeks later than currently scheduled. A survey has been sent to every district superintendent and every charter representative asking if they would prefer AIMS DPA testing to remain in the first half of April or moved to the second half of April. Some consequences of moving the AIMS DPA testing window have been included in the letter. Test coordinators are asked to discuss local consequences of changing the AIMS DPA testing window with their superintendent or charter representative prior to the submission of the survey to ADE.

Regardless of the outcome of the survey, the AIMS DPA testing window will remain April 7 – 18, 2008 for Spring 2008 testing.

AIMS SCIENCE FAQs

Are there AIMS Science Student Guides?

Yes, newly published student guides for AIMS Science for Grade 4, Grade 8, and HS are posted on this ADE Web page: <http://www.azed.gov/standards/AIMS/AIMSSTGuides/>.

Which students test?

AIMS Science is an operational test this year. All students in Grade 4 and all students in Grade 8 are to test on AIMS Science. The only students in Grades 4 and 8 who are excused from testing on AIMS Science are those students who test on AIMS-A.

In high school, AIMS Science is designed as a Grade 10 test. For this year, students who are in Cohort 2010 (generally Grade 10) **and** who are currently enrolled in a life science class or who earned credit this school year for a life science class are to test on AIMS Science. Students who are in Cohort 2011 (generally Grade 9) **and** who are currently enrolled in a life science class or who earned credit this school year for a life science class may test on AIMS Science. Cohort 2011 students who do not test on AIMS Science this year will do so next year.

No high school students in Cohorts 2009, 2008, or below (generally Grade 11 and 12) are to test on AIMS Science regardless of their current science course or any previous science courses.

What is a life science course?

A life science course is a high school level science course aligned to Strand 4, Life Science, of the Arizona Science Standard. The Arizona Science Standard is posted on this ADE Web page:

<http://www.azed.gov/standards/science/articulated.asp>.

For many high schools, "Biology" is the title for the course that is aligned to Strand 4 of the science standard. However, not all courses aligned to Strand 4 are titled "Biology."

Which students receive AIMS Science bar code labels?

All students in Grades 4 and 8 will receive an AIMS Science bar code label in addition to an AIMS DPA bar code label. Be certain to use only the AIMS Science label on the AIMS Science answer document and only the AIMS DPA label on the AIMS DPA answer document.

In high school, AIMS Science labels will be printed for those students who were selected using the "Student Selection for AIMS HS Science Test Labels" common logon application. This application closed on January 29. For high schools that did not select students, AIMS Science labels will be printed for all Cohort 2011 and all Cohort 2010 students.

Is there make-up testing for AIMS Science?

For Grade 4 and 8, make-up testing for AIMS Science is not required but may occur if time permits and the students in need of making-up AIMS Science have already completed the other three content areas of AIMS DPA.

For high school, there is no AIMS Science make-up. Students who should test on AIMS Science but are absent on April 9 simply will not test on AIMS Science this year.

AIMS SCIENCE FAQs (continued)

How do I return AIMS Science scorables material?

AIMS Science scorables (answer documents) are to be returned in their own box(es). Do **not** box AIMS Science scorables with any AIMS HS, any AIMS DPA, or any *TerraNova* scorables.

AIMS Science scorables from multiple grade levels of the same school may be returned in the same box. AIMS Science from multiple schools within the same district/charter may be returned in the same box. Be certain to use the correct return label (Blue for AIMS Science) on the outside of the box(es).

How do I return AIMS Science nonscorables material?

AIMS Science nonscorables material may be boxed with the nonscorables materials from AIMS HS, AIMS DPA, and *TerraNova*. It is also ok to mix nonscorables from different schools in the same box provided the outside labels indicate all of the schools included within the box. Be certain to use the correct return label (Green for nonscorables) on the outside of the box.

How does AIMS Science figure into AYP?

At this point, AIMS Science is not part of any AYP calculations.

How does AIMS Science figure into AZ LEARNS?

At this point, AIMS Science is not part of any AZ LEARNS calculations.

How does AIMS Science figure into HS Graduation?

At this point, passing AIMS Science in high school is not a graduation requirement.

Are AIMS Science scores reported on HS transcripts?

Yes. This is required by A.R.S. 15-743. Use the same format as used for AIMS HS Writing, Reading, and Mathematics.

Why are AIMS Science reports coming so late?

Since this is the first operational administration of AIMS Science, a standard setting is required to establish performance level cut scores. The AIMS Science standard setting is scheduled for early June. The State Board of Education must approve the cut scores developed during standard setting and is expected to do so during their June 23 meeting. The printing of reports cannot begin until the board approves the cut scores. To avoid having test reports arrive when many district and charters are closed for the summer, the due date for AIMS Science reports was set for August 15 when nearly all schools are expected to be back in session.

Are teachers included in the Science Standard Setting?

Yes, like the standard setting committees that were involved in the 2005 standard setting for AIMS Writing, Reading, and Mathematics, the AIMS Science standard setting committees will be largely comprised of Arizona educators.

ADE is accepting applications from teachers who are familiar with the science standard and have experience teaching the science standard to students in Grade 4, Grade 8, or high school. The application is posted on this ADE Web page: <http://www.azed.gov/standards/aims/>.

RETURNING MATERIALS FOR LARGE DISTRICTS

The new CTB boxes are designed to be placed on pallets in a particular way to make the pallet more stable and to make the return label for every box visible. For districts returning their test materials on pallets, please stack the boxes as described on the pallet map provided by CTB. A copy of the map is posted on the ADE common logon with the Assessment application.

NEW ASSESSMENT APPLICATION IN THE ADE COMMON LOGON

In December, the new Assessment application in the ADE Common Logon was launched. ADE IT provided initial access to the Assessment application to every district test coordinator who also had Common Logon access. Test coordinators without Common Logon access will need to request access to the Common Logon and specifically the Assessment application through their district or charter. Test coordinators with access to the Common Logon but not to the Assessment application should email Mary Pat Wood to gain access to the Assessment application. All test coordinators are expected to have access to the Assessment application. Access to the Assessment application is limited to the designated district test coordinator and the district superintendent or charter representative. Do not ask for access for other staff members. The use of this application will become increasingly important.

The first use of this application was the selection of high school students for AIMS Science labels. That use will be refined and continued in the future.

Currently the application is being used to store documents that are of use to test coordinators but are not appropriate for posting on the public ADE Web page. Here is a listing of the documents posted under "Test Coordinator Resources" on the Assessment application for your use:

- CTB Retrieval Pallet Map
- *TerraNova* Test Directions for Teachers (Grade 2)
- *TerraNova* Test Directions for Teachers (Grade 9)
- Private/Voucher Placement Test Coordinator List
- Short-Add Order Form
- Finalized EGL/CEVA pick-up schedules

NEW STATE RETENTION RULES

The Records Management Division of the Arizona State Library, Archives and Public Records published revised retention schedules for school districts and charter schools in November 2007. These schedules are posted as nine separate documents on this Web page:

<http://www.azlibrary.gov/records/school.cfm> .

Of particular interest to test coordinators are the sections *Student Records*, which addresses the retention period for test reports including AIMS reports, and *Personnel/Human Resources Records*, which addresses the retention of Test Security Agreements. The retention period for Test Security Agreements is now 6 years after the fiscal year of the applicable test administration. This is far longer than the retention period ADE has previously recommended. Please retain Test Security Agreements as directed in the retention schedules.

SIGN-IN PAGES FOR HIGH SCHOOL AND MIDDLE SCHOOL

The use of AIMS testing sign-in pages for middle school and high school students was not included in the Spring 2008 Pre-Test Workshop PowerPoint. Like last year, sign-in pages are expected for this year and for future test administrations.

Completed sign-in sheets, not just a roster of students that were supposed to test, are a valuable resource. It is one of very few ways to prove that a student did or did not participate in AIMS testing on a particular date.

HIGH SCHOOL COMPLETER STUDENTS

Since AIMS Augmentation is gone, the Assessment section frequently gets questions about what schools are supposed to do with completer students, those students who complete all of their required high school course work but are not able to graduate due to the AIMS requirement. The decision to provide these students with some form of a completion or attendance certificate is entirely a local matter. Also, the decision to allow these students to participate in graduation ceremonies is entirely a local matter. ADE does not provide guidance for either of these issues.

Completer students who wish to graduate may return to their high school to participate in Fall AIMS HS testing and Spring AIMS HS testing. Once a completer student has passed AIMS HS Writing, Reading, and Mathematics, he/she may be graduated from high school.

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To add your name to the Test Coordinator's email list or for questions regarding testing, contact Mary Pat Wood.

Test Coordinator Web Page:

www.azed.gov/standards/AIMS/Administering

CTB/McGraw-Hill

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